

**Washington State Auditor's Office**  
**Accountability Audit Report**

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**City of Tumwater**  
**Thurston County**

Audit Period  
**January 1, 2003 through December 31, 2003**

**Report No. 67679**

Issue Date  
**December 30, 2004**



Washington  
***State Auditor***  
Brian Sonntag

# Audit Summary

**City of Tumwater  
Thurston County  
January 1, 2003 through December 31, 2003**

## ***ABOUT THE AUDIT***

This report contains the results of our independent accountability audit of the City of Tumwater for the period January 1, 2003, through December 31, 2003.

We performed audit procedures to determine whether the City complied with state laws and regulations and its own policies and procedures. We also evaluated the internal controls established by City's management.

## ***RESULTS***

In most areas, the City complied with state laws and regulations and its own policies and procedures, and internal controls were adequate to safeguard public assets. We noted certain issues that we communicated to City management.

## ***RELATED REPORTS***

Our opinion on the City's financial statements is provided in a separate report, which includes the City's financial statements.

## ***CLOSING REMARKS***

We thank City officials and personnel for their assistance and cooperation during the audit.

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Thurston County  
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# Description of the City

## City of Tumwater Thurston County January 1, 2003 through December 31, 2003

### ***ABOUT THE CITY***

The City of Tumwater is the third largest city in Thurston County. A mayor-council form of government administers the City. There are seven elected Council Members and an independently elected Mayor.

In 2003, the City operated on a \$47 million annual budget. Its 150 employees provide a full range of municipal services including fire, police, Municipal Court, water and sewer, highway and street maintenance, parks and recreation, permits and inspections, as well as general administrative services. The City also operates Tumwater Valley Municipal Golf Course.

### ***AUDIT HISTORY***

The City is audited on an annual basis. The past five audits were free of findings, as is the current audit. Management has been responsive to prior audit recommendations. Audit concerns are often discussed, addressed and resolved prior to completion of our audit. We believe this reflects the City's commitment to maintain a strong financial system.

### ***ELECTED OFFICIALS***

These officials served during the audit period:

Mayor  
City Council:

Ralph Osgood  
Ed Stanley  
Pete Kmet  
Jerry Murphy  
Bruce Zeller  
Karen Valenzuela  
Wayne Williams  
Chris Parsons

### ***APPOINTED OFFICIALS***

City Administrator  
Finance Director  
City Attorney

Doug Baker  
Gayla Gjertsen  
Christy Todd

### ***ADDRESS***

City

555 Israel Road SW  
Tumwater, WA 98501-6568  
360-754-5855

# Audit Areas Examined

**City of Tumwater  
Thurston County  
January 1, 2003 through December 31, 2003**

In keeping with general auditing practices, we do not examine every portion of the City of Tumwater's financial activities during each audit. The areas examined were those representing the highest risk of noncompliance, misappropriation or misuse. Other areas are audited on a rotating basis over the course of several years. The following areas of the City were examined during this audit period:

## ***ACCOUNTABILITY FOR PUBLIC RESOURCES***

We evaluated the City's accountability in the following areas:

- Cash receipting and revenues (golf course and utilities)
- Property and equipment
- Purchase of goods and services
- Payroll

## ***LEGAL COMPLIANCE***

We audited the following areas for compliance with certain applicable state and local laws and regulations:

- Budgeting requirements
- Ethics/conflict of interest laws
- Open Public Meetings Act
- Contracts and agreements
- Lodging tax

## ***FINANCIAL AREAS***

Our opinion on the City's financial statements is provided in a separate report. That report includes the City's financial statements and other required financial information. We examined the financial activity and balances of the City including:

- Cash and investments
- Revenues
- Expenditures
- Long-term debt
- Overall presentation of the financial statements